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Executive Registry
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30 September 1958


MEMORANDUM FOR: Executive Secretary  
CIA Career Council

SUBJECT: Creation of a Photographic Intelligence Center  
Career Board Within the Intelligence Production  
Career Service.

1. On 18 August 1958 the Photographic Intelligence Center was established as an independent office within the DD/I area. Inasmuch as all present offices have their own Career Service Board it is my desire to continue this pattern.

2. Therefore, it is requested that the Career Council approve the creation of a Photographic Intelligence Center Career Service Board within the Intelligence Production Career Service similar to the other Intelligence Production Offices: ORR, OSI, OCI, ONE and OBI. The new Board should be given the designation IP. Regulation  should be amended accordingly.

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ROBERT AMORY, JR.  
Deputy Director (Intelligence)

  
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NOTICE

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### COMPETITIVE PROMOTION SCHEDULES

1. The competitive promotion program in the Agency has been developed in gradual stages and various procedures have been used in the different Career Services to best suit their particular needs. Although it is realized that these differences will always be necessary because of the variance in the composition of the Career Services and the dispersion, geographically and occupationally, of their personnel, it is desirable to establish uniformity in the administration of promotion on a competitive basis in the Agency whenever possible.
2. Agency policy requires that supervisors will record their evaluations of the work performance of employees under their jurisdiction and that Heads of Career Services will consider all employees who are eligible for promotion at least once each year.
3. Effective 1 January 1958, Fitness Reports on all employees in the same grade are being prepared by their supervisors at the same time. This makes it possible to establish a fixed schedule for consideration of promotions, which will bring about greater uniformity in the Agency and will make maximum use of current and timely evaluations. This is especially necessary where members of several Career Services are serving in the same operating component. Competitive rating of employees in the various Career Services more often than once a year is at the option of the Heads of the Career Services.
5. The following schedule for the competitive rating of all employees in the grades GS-9 through GS-14 is recommended to the Heads of Career Services.

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COMPETITIVE RATING SCHEDULE

GRADES	DATE Quarter Beginning
GS-9 through GS-11	January
GS-12 through GS-13	April
GS-14 and above	July

6. "Spot" promotions made at other times during the year and without the benefit of the competitive rating system will be effected only with the personal approval of the Deputy Director concerned.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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